Student Appointment Process – ‘TO BE’

START

Check Funding

Verify Position

Need Background Check?

YES

No

Email Workforce Mgmt Initiate Background Check

Include Candidate: Legal Name Email Address

Auto Notification Originator

Fin Manager

Validate Positions:
- UG Student – enrolled 6 hours
- Graduate Student – enrolled 5 hours
- One Time Pay – enrolled, no minimum hours
- Birthday – Required
- MA address type – Required
- I-9 on file – Display

NO

Need Background Check?

NO

To P3

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Verify Position

create/Update/Cancel eContract

Approve/Ret Corr/Denied eContract

Approved?

Yes

Go To P2

No

Return for Correction?

Yes

Go To P2

No

Auto End Contract

Auto Notification Originator

Notify student contract will NOT BE fully executed until they have completed the I-9 validation and they are unable to work until I-9 certified.

Student will be notified to meet with I9 Coordinator

Auto Notification Fin Manager & Student

Go To P3

Cancelled?

Yes

Go To P3

Background check is required if Student will be working with minors.

Validations:
- UG Student – enrolled 6 hours
- Graduate Student – enrolled 5 hours
- One Time Pay – enrolled, no minimum hours
- Birthday – Required
- MA address type – Required
- I-9 on file – Display

Approved?

Yes

Go To P2

No

Auto End Contract

Auto Notification Originator

Go To P3
Student Appointment Process – ‘TO BE’

From P1 C
  - Review eContract
  - Update/Create PEAEEMPL, Verify I-9 & SSN on File
    - Create PEAEEMPL with NoPay for New Employee
  - Document Needed?
    - YES
      - Update Status I-9/SSN Needed
        - Auto Notification Originator & Student (auto reminders daily)
    - NO
      - Approve
        - Out Compliance?
          - YES
            - FWS Student?
              - YES
                - Auto Notification Financial Aid
              - NO
                - Auto Notification Originator/Student
          - NO
            - Auto Contract Cancellation for missing I-9 Form
              - Contract will be systematically closed 7 days after the contract Payroll Begin Date and email sent to Originator.
        - NO
          - FWS Student?
            - YES
              - Auto Notification Financial Aid
            - NO
              - Auto Notification Originator/Student

Financial Aid
  - Review eContract
  - Validate Enrolled Hours & FWS Award
    - Approved?
      - NO
        - Auto End Contract
      - YES
        - Auto Notification Originator
          - Auto Notification Originator & Student
            - Go To P3 E
          - Go To P3 F

Daily Monitoring FWS – Enrolled Hours
  - Review Daily Report for FWS Hours Enrolled
    - Below 6 Hours?
      - NO
        - Auto Notification Originator
          - Email Originator To End Contract (suggest hire as Reg Stu Worker)
      - YES
        - Go To P3 D

Service (Personnel) Date vs I-9 Certified date:
If eContract Services dates reflect days prior to the documented I-9 certified date, an automated email will be send to the Org Financial Manager, contract originator and the student supervisor noting they are outside the Federal I9 Compliance laws.

Auto Contract Cancellation for missing I-9 Form
Contract will be systematically closed 7 days after the contract Payroll Begin Date and email sent to Originator.

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[Diagram with flowchart showing the process steps and decision points for student appointments, including review of eContract, validation of enrolled hours, auto notification of compliance, and decision points for FWS student status and auto contract cancellation for missing I-9 form.]
Student Appointment Process – ‘TO BE’

- From P2 D: Review Contract
- From P2 E: Review Contract

Decision:
- Accepted? NO: Auto End Contract
- Accepted? YES:
  - Auto Notification: Originator
  - Auto Notification: Student & Originator Terms

Shared Services:
- Review EPAF Friendly Page
- Create EPAF
- Manually Update EPAF Transaction # on eContract

HR Records:
- From P1 A: Apply EPAF Record/NBAJOBS Created
- From P1 B: Apply EPAF Record/NBAJOBS Created
- From P2 F: End

Auto Notification:
- Originator
- FinAid if FWS included

Manual Update:
- EPAF Transaction # on eContract

From P2 D:
- P2 E:
- P2 F:
- From P1 A:
- From P1 B:
- From P2 F:

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Note: On revisions some departments do not send form back to faculty for signature.

Consider for Phase 2 implementation - Put on hold if waiting on Confirmation of final semester entitlement.